

**SCHOOL RECORDS AND RECORD RETENTION**  
**August 2010**

The department has received many calls this summer from school districts and supervisory unions across Vermont, looking for guidance on what types of student records to keep, and for how long. Following is some information and a few quick tips on the topic of school records and records retention.

Last year there was a change in the state agency responsible for records management and administration. The Vermont State Archives and Records Administration (VSARA) (go to <http://www.vermont-archives.org/records/index.htm>), under the Secretary of State's Office, took over that responsibility from the Department of Buildings and General Services. Along with the change in administration, changes in the way in which records are being managed are underway.

Each school district and supervisory union should have a designated records custodian who is responsible for the disposition of records for the respective district or SU. That individual should get in touch with VSARA records analyst Katie Sherman, who helps schools and other public agencies manage their records, to find out more about school records and record retention (go to [http://www.vermont-archives.org/records/local/orders/school\\_districts.htm](http://www.vermont-archives.org/records/local/orders/school_districts.htm)).

In the meanwhile, here are a few quick reminders:

- 1) School registers are considered permanent records, and should be kept in a secure location within the supervisory union. *See* 16 V.S.A. § 1324.
  
- 2) For grades 9-12, the transcripts of graduates and dropouts shall be permanently maintained; academic records may be permanently maintained. *See* State Board of Education Rule 2120.8.12(e).
  
- 3) The Family Educational Rights and Privacy Law (FERPA) requires schools to maintain a record of requests for access to and each disclosure of students' education records, in addition to maintaining parental notification to the school that any or all directory information for a student shall not be disclosed. *See* 34 C.F.R. §§ 99.32 and 99.37.

Contact: Amy Whitehorne, Staff Attorney and Records Officer, (802) 828-5100 or [amy.whitehorne@state.vt.us](mailto:amy.whitehorne@state.vt.us).